
MEMORANDUM

MARYLAND DEPARTMENT OF BUDGET & MANAGEMENT

Office of Information Technology

TO : See Distribution List **DATE:** 6/18/03

FROM : Steve Golaner, DBM/OIT

SUBJECT : Contract No. DBM-0209-NCE
Network Communications Equipment

The State of Maryland has awarded a contract on 6/18/03 to 27 contractors for the purchase, installation and maintenance of Network Communications Equipment (NCE).

By having these open contracts, agencies of the State will have an economical and efficient method of procuring their NCE needs along with any ancillary services or maintenance.

The contract has been signed and will have an initial term of one (1) year, renewable periods of one (1) year are at the discretion of the State, with the total contract period not to exceed five (5) years.

Ordering Process

1. The using Agency **will contact all vendors** under contract who supply the desired equipment and services requesting a quote (RFQ) for one, some, or all of the following: equipment, integration services, and equipment maintenance. The amounts stated on the Attachment are the minimum % discounts that the State will accept and the maximum prices that the State will pay. The Contractor's price quote may reflect prices that are more favorable to the State.
2. The Contractor(s) must respond to the RFQ with a price quote within 3 business days of receipt of the RFQ for equipment only, and within 7 business days of receipt of the RFQ for equipment and services. Price quotes not received within this timeframe may be disqualified. Any variations to this response time will be indicated in the RFQ.
3. The price quote provided to the using Agency will be in spreadsheet form and must include for each product ordered, the current MSRP, the State Price, and a link (URL) to the manufacturer's web site to the specific product(s) that contains the MSRP used in the quote so that the using Agency can verify the MSRP. A quote number must be included for every quote. Failure to include this information with the price quote will be a basis for rejection of the quote. Contractor must provide a delivery schedule and designate the mode of delivery with the price quote.
4. For installed orders, the Contractor must configure all equipment proposed in the price quote to include all necessary hardware, software, cabling and documentation appropriate for the installation, configuration and operation of the equipment. (e.g. power cords, screws, mounting brackets, cables, etc.)

5. For requests for integration services, responses to the RFQ must include the following:

- Fully loaded hourly labor rate, in accordance with the contract terms, and the not-to-exceed total cost for the required services
- Estimated start and completion dates that the Contractor is available to perform the work

6. If multiple contractors have submitted price quotes, the Agency will make a selection based on price, personnel qualifications, equipment availability, Contractor availability for any integration services requested, extended warranty term if applicable, compatibility with the using Agency's existing network infrastructure and ongoing maintenance costs if applicable or as may be defined in the RFQ.

7. All RFQ responses must be via email to the Agency point of contact, including attachments of price quote.

8. The Agency will store an electronic copy of the price quote and the MSRP List from the Manufacturer's web site in a procurement transaction folder and will retain this information in their procurement file.

9. Upon selection of a Contractor, the Agency will begin the ordering process by submitting a Requisition (**N4 DOC TYPE and CORRECT CONTRACTOR BPO NUMBER**) via ADPICS to the DBM Contract Manager for the purchase of the equipment, integration services, and/or maintenance. The Requisition must include the Contractor's quote number.

For your convenience, I have attached a copy of the pricing in effect for this contract and a contact list for all contractors.

I hope each of your respective agencies will take advantage of the expertise the contractor personnel and technicians can offer.

If you have any questions regarding the above, please contact me at (410) 767-4209.